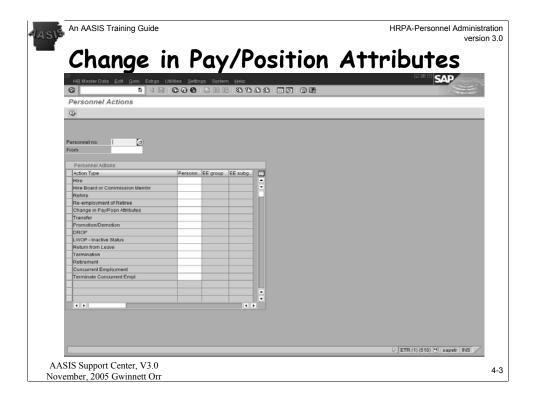# Personnel Administration
Chapter 4

Perform Promotions, Demotions,
and Changes in Pay

1

Perform Promotions, Demotions, and Changes in Pay Objectives

By the end of this chapter, you will be able to:

- Process Promotion
- Process Demotion
- Process Changes in Pay
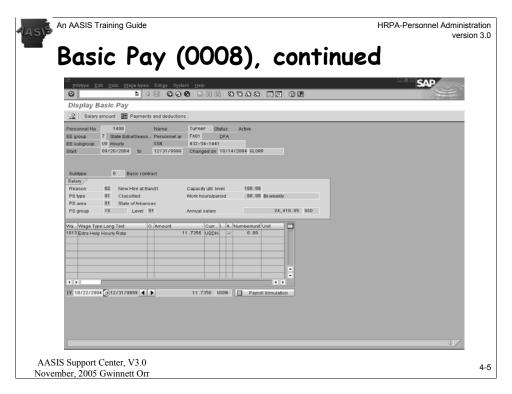
Change in Pay/Position Attributes

The Change in Pay action allows you to adjust an employee's pay. For example, an employee hired into an unclassified position cannot exceed the line item maximum.

If the employee is not at Line Item Maximum, the agency would perform a change in pay action to increase the employee's pay.

Basic Pay (0008)

The Basic Pay (0008) infotype enables you to increase or decrease the employee's salary due to situations such as promotion, demotion, Exceptionally Well Qualified (EWQ), Labor Market or Special Language.

There are certain guidelines set by OPM/Class and Comp that **must** be complied with before the Change in Pay action is processed. For example, to change an employee's pay due to a special rate (such as EWQ- exceptionally well qualified), requires prior approval from OPM. The agency needs to send the OPM 081 form to Class and Comp for prior approval. Please refer to the OPM website for further guidelines. www.state.ar.us/dfa/

4

Basic Pay (0008), continued

The Pay Scale Type identifies if the position is classified, unclassified. The Pay Scale Area identifies the State of Arkansas as the payer for the position. The Pay Scale Group identifies the grade of the position. The Pay Scale Level reflects the minimum and maximum for the grade level of the position. All of these fields default from the employee's position. These fields cannot be changed. If the information is incorrect, contact OPM/Class and Comp or the AASIS Help Desk @ 501-682-2255, for assistance.

To perform a Change of Pay, you will need to enter the employee's new hourly rate. The system will calculate the employee's new annual salary amount. You must use the correct reason code. Refer to the AASIS website for salary edit rules.
http://aasis.state.ar.us/Training/CourseWare/CWareHRPA.htm

For a Promotion or Demotion action, the system will adjust the employee's hourly rate. You do not enter an hourly rate. The employee's annual salary will reflect an increase or decrease of 6% or 8%, whichever is appropriate.

5

Change in Position Attributes

Personnel Actions

Personnel no.

From

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Hire			
Hire Board or Commission Membr			
Rehire			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			
LWOP - Inactive Status			
Return from Leave			
Termination			
Retirement			
Concurrent Employment			
Terminate Concurrent Empl.			

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The Change in Pay/Position Attributes action also allows you to modify an employee's personnel area, personnel subarea, employee group, employee subgroup and/or when an employee goes from full-time to part-time, or vice-versa.

Remember: You must request approval for a personnel subarea change thru OPM/Class & Comp.

Exercise Scenario #9

An employee's basic pay needs to be changed due to a pay increase for an unclassified position.
Perform a Change in Pay Action.

Demonstration

⌨ Change in Pay

Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions
(PA40)

1. Follow the menu path and double click on Personnel Actions or enter PA40 in the command field.

Note: The effective date **must not** be earlier than the beginning of the first pay period of the fiscal year. For example, an action initiated on 7/6/04 may have an effective date no earlier than 6/20/04.

If it is necessary for the agency to have the Change in Pay effective beyond the beginning of the first pay period of the fiscal year, the agency must send a request with justification to State Payroll Manager at the Office of Personnel Management/State Payroll (fax number 501-682-5094) for processing.

Copy Actions

8. Click Save.

7. Click Enter.

Name	Turner Quartez		
EE group	7 State Extra/Seaso...	Personnel ar	FA01 DFA
EE subgroup	U0 Hourly	SSN	432-54-1441
Start	09/20/2004 to	12/31/9999	

Personnel action

Action Type	Change in Pay/Posn Attributes
Reason for Action	01

6. Select the reason for the change in pay from the drop-down list. For this exercise, select 'Pay Increase'.

Status

Customer-specific	No Concurrent
Employment	Active
Special payment	Standard wage type

Organizational assignment

Position	22078413	BUYER II
Personnel area	FA01	DFA
Employee group	7	State Extra/Seasonal
Employee subgroup	U0	Hourly

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November, 2005 Gwinnett Orr

4-11

Note: The reasons for the Change in Pay are as follows: Pay Increase, Pay Decrease, Adjustment/Correction, Special Admin., Reduction in Work Hours or Time Percentage Adjustment. The Reason code selected for the Action infotype 0000 must correspond with the Reason code selected for the Basic Pay infotype 0008.

Copy Organizational Assignment

Personnel No		|me	Quatez ... Status	Active
EE group	7	State Extra/Seaso... Personnel ar	FA01	DFA
EE subgroup	U0 Hourly	SSN	462-22-5856
Start	09/20/2004 to	12/31/9999

10. enter

11. save

Enterprise structure
CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	FA01	DFA	Subarea	0AL2	OT,Std,HB
Cost Ctr	383260	DFA	Bus. Area	0610	DEPT OF FINANCE AND ...

Personnel structure
EE group	7	State Extra/Seasonal	Payr.area	11	Arkansas Bi-Weekly
EE subgroup	U0	Hourly	Contract	1000 Hours/Year

Organizational plan
Percentage	100.00	
Position	22078413	V006
		BUYER II
Job key	21667977	9999
		EXTRA HELP
Exempt	N	
Org. Unit	21705318	DIR
		Directors Office

Administrator
PersAdmin	117	Constance L Staggers
Time	113	Sherry Lewis
PayrAdmin	123	Linda R Hill

9. Select personnel administrator, time adm, Payroll adm, benefits adm.

Additional fields
Benefits Administrator	125	Phylicia Gates

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Create Planned Working Time

13. Click Save.

12. Click Enter.

Personnel No	1498	Name	Tu
EE group	7 State Extra/Seaso	Personnel ar	FA01 DFA
EE subg			432-54-1441
Start			999

Work schedule rule
Work schedule rule   OPEN08
Time Mgmt status   1 - Time evaluation of actual times
Working week   Sunday to Saturday
☐ Part-time employee

Working time
Employment percent   100.00   ☐ Dyn. daily work schedule
Daily working hours
Weekly working hours   0.00
Monthly working hrs   0.00
Annual working hours   0.00
Weekly workdays

Choose a valid function   ETR (1) (515) sapetr INS

Note: The Reason code selected for the change to the employee's Basic Pay infotype 0008 must correspond with the Reason code selected for the Action infotype 0000.

Every bi-weekly employee (including salary employees) has an hourly rate. Enter the hourly rate in the 'Amount' field, for example 12.5123. To view the employees hourly pay range, go to the 'Level' field and click on the selection icon. The minimum and maximum hourly rate will be reflected.

Exercise Scenario #10

- An employee at your agency received a promotion. Process a Promotion Action for the employee.

Demonstration

⌨Promotion

Human Resources > Personnel Management >
Administration > HR Master Data >Personnel Actions
(PA40)

Remember: If you are processing a CLIP promotion,
verify with the person who has the role of Agency
Org. and Comp. Specialist that the position has been
restored back to the original classification before you
begin the Action. Otherwise, the promotion will not
process properly.

1. Follow the menu path and double click on Personnel Actions or enter PA40 in the command field and press enter.

Note: The effective date must not be earlier than the beginning of the first pay period of the fiscal year. For example, an action initiated on 7/6/04 may have an effective date no earlier than 6/20/04.

If it is necessary for the agency to have an effective date beyond the beginning of the first pay period of the fiscal year, the agency must send a request with justification to State Payroll Manager at the Office of Personnel Management/State Payroll (fax number 501-682-5094) for approval.

18

Note: The Reason code selected for the Action infotype 0000 must correspond with the Reason code selected for the Basic Pay infotype 0008.
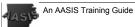
19

Copy Organizational Assignment

14. Click Enter.

15. Click Save.

Personnel No	2432	Name	quatez Status Active
EE group	7 State Extra/Seaso...	Personnel ar	FA01 DFA
EE subgroup	U0 Hourly	SSN	462-22-5856
Start	09/20/2004 to	12/31/9999	

Enterprise structure

CoCode	ARK State of Arkansas	Leg.person	
Pers.area	FA01 DFA	Subarea	0AL2 OT,Std,HB
Cost Ctr	383260 DFA	Bus. Area	0610 DEPT OF FINANCE AND ...

11. Select the employee's scheduled working hours from the drop-down list.

Personnel structure

EE group	7 State Extra/Seasonal	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	U0 Hourly	Contract	1000 Hours/Year

Organizational plan

Percentage	100.00
Position	22070413 V006
	BUYER II
Job key	21667977 9999
	EXTRA HELP
Exempt	N
Org. Unit	21705310 DIR
	Directors Office

Administrator

PersAdmin	117	Constance L Staggers
Time	113	Sherry Lewis
PayrAdmin	123	Linda R Hill

12. Select the employee's personnel, time and payroll administrator from the drop-down list.

Additional fields

Benefits Administrator	125 Phylicia Gates

13. Select the employee's benefits administrator from the drop-down list.

(515) sapetr OVR

SAP

Infotype Edit Goto Extras System Help

Copy Addresses

Personnel No	1498	Name	Turi
EE group	7	State Extra/Seaso..	Personnel ar	FA0
EE subgro			432-54-1441
Start		999	

23. Click Save.

22.Click Enter.

Address

Address type	Business address
c/o	
Address line 1	1509 West 7th Street
Address line 2	
City	Little Rock
State/Zip Code	AR Arkansas 72201
Country Key	USA
Telephone number	

Communications

Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte

Additional fields

Address Release Flag

16. Enter the business street number and name.

17. Enter the city name.

18. Enter the county name.

19. Enter the State.

20. Enter the zip code.

21. (Optional) Enter the business area code and phone number.

ETR (1) (515) sapetr INS

Note: If the Business address and phone number does not change, then skip to steps 22 & 23.

Copy Unemployment State

26. Click Save.

Click the forward icon , if changes are not required.

25. Click Enter.

Personal No.   1400
EE gr   sonnel ar   FA01   DFA
EE subgroup   432-54-1441
Start   12/20/2004 ⊙ to   12/31/9999

Unemployment data
Tax authority   AR   Arkansas
Worksite

**24. (Optional) Select the employee's appropriate worksite
by using the drop-down list.**

Record created   ETR (1) (515) sapetr INS

Note: If the Unemployment State information does not change, click the forward icon to advance to the next screen. This will take you to the Addresses infotype, subtype Permanent residence.

Infotype Edit Goto Extras System Help

Copy Addresses

Personnel No 1490 Name Turne...

Click Cancel, if changes are not required.

29. Click Save.

EE group FA01

28. Click Enter.

EE subgrou 432-54-1441

Start 12/20/2004 to 12/31/9999

Address

Address type Permanent residence

c/o

Address line 1 9121 Sulpha Springs

Address line 2

City Little Rock

State/Zip Code AR Arkansas 72204

Country Key USA

Telephone number

27. Verify the employee's address and (optional) telephone information. If necessary, change.

Communications

Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte

Additional fields

Address Release Flag

ETR (1) (515) sapetr INS

Note: If the employee's Permanent residence information does not change, click the Cancel icon (red X). This will take you to the Planned Working Time infotype.

SAP

Infotype   Edit   Goto   Extras   System   Help

Create Planned Working Time

30. Click Enter.

		Name	Turner	
EE group	7	State Extra/Seaso..	Personnel ar	FA01	DFA
EE subgroup	U0	Hourly	SSN	432-54-1441
Start	12/20/2004	To	12/31/9999

31. Click Save.

Work schedule rule
Work schedule rule   OPEN00
Time Mgmt status   1 - Time evaluation of actual times
Working week   Sunday to Saturday
☐ Part-time employee

Working time
Employment percent   100.00   ☐ Dyn. daily work schedule
Daily working hours
Weekly working hours   0.00
Monthly working hrs   0.00   **If necessary, change the defaulted**
Annual working hours   0.00   **information.**
Weekly workdays

ETR (1) (515)   sapetr   INS

SAP

Infotype Edit Goto Wage types Extras System Help

Copy Basic Pay

Salary amount   Payments and deduction

33. Click Enter.   Name   Turne   **34. Click Save.**

EE group   7 State Extra/Seaso... Personnel ar FA01   DFA
EE subgroup U0 Hourly   SSN   432-54-1441
Start   12/20/2004 to   12/31/9999

Subtype   0   Basic contract
Salary
Reason   ☑   Capacity util. level   100.00
PS type   01   Classified   **32. Select the reason from the drop-down list.**
PS area   01   State of Arkan
PS group   18   Level 01   Annual salary   24,410.05 USD

Wa..	Wage Type Long Text	O.	Amount	Curr..	I..	A.	Number/unit	Unit	
1013	Extra Help Hourly Rate		11.7356	USDN		☑			
				USDN		☐			
				USDN		☐			
				USDN		☐			
				USDN		☐			
				USDN		☐			
				USDN		☐			

1¥ 12/20/2004 - 12/31/9999 ◄ ►   11.7356 USDN   Payroll Simulation
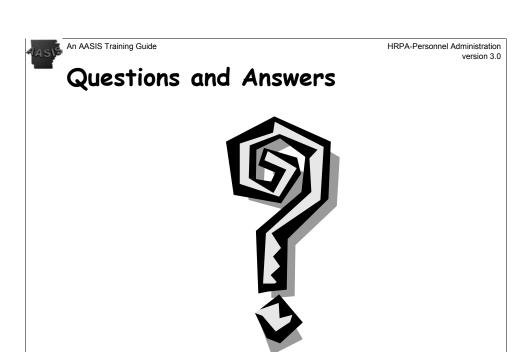
ETR (1) (515) sapetr INS

Note: The Reason code for the change to the employee's Basic Pay infotype 0008 must correspond with the Reason code selected for the Action infotype 0000. Remember, for a Promotion action, the system will adjust the employee's hourly rate. Do not enter an hourly rate. The employee's annual salary will reflect an increase or decrease of 6% or 8%, whichever is appropriate after clicking 'Enter'. **Before saving the infotype, verify that all messages are validated first.** In other words, do not click save, until you receive the message "Save your entries."

To verify the hourly rate and annual salary, display the employee's Basic Pay infotype 0008 thru the Display HR Master Data (PA20).

SAP

Infotype   Edit   Goto   Extras   System   Help

Copy Monitoring of Dates

38. Click Save.

37. Click Enter.

39. Click Exit to go to the Main Menu.

EE group   1   Regular State Em...   Personnel ar   WE01   Workforce Education-Rehab Svcs
EE subgroup   UE   Employee   SSN   546-87-9632

35. You may select multiple task types to Monitor from the drop-down list, ie. 'End of Probation'.

Date
Task type   End of Probation
Date   07/09/2001   Processing indicator   New task

Reminder
Reminder date
Lead/follow-up time

36. If necessary, enter the new task type date.

Comments

Note: This screen is optional. If you do not want to store any information on this screen, then skip to step 39.

Questions and Answers